

# *California Leadership Institute*



January 2001 - September 2001

---

**Provided by the  
University of Southern California**

---

---

**Administered by the  
Department of Personnel Administration**

---

## **Bringing California's Leaders Together**

The California Leadership Institute (CLI) brings California's leaders together to provide a rich combination of skills and experiences. Here are some of the benefits you will receive from participating.

- ✓ Share knowledge through networking and class interaction with other participants, USC's faculty, and distinguished speakers
- ✓ Develop contacts and resources for future needs
- ✓ Learn about the dynamics of the collective bargaining process
- ✓ Identify "Best Practices" already in use to avoid "reinventing the wheel"
- ✓ Learn the difference between leadership and management
- ✓ Gain media relations skills
- ✓ Learn how to better serve California citizens through enhanced Customer Service

# About the Program

---

The CLI program is designed to strengthen the leadership skills of senior executives in California government. CLI recognizes that effective leaders:

- Have a grasp of the broader context in which they operate
- Are adept at working within their own organizations and across organizational lines
- Work effectively in groups and team settings

CLI was established in 1999 and is administered by the Department of Personnel Administration (DPA) with courses taught by faculty from the University of Southern California's School of Policy, Planning and Development. More than 130 government executives have graduated from CLI.

## Course Curriculum

The curriculum allows participants to practice the skills that will make them more effective leaders.

CLI courses include:

- Leadership
- Leaders as Team Consultants
- Customer Service Principles
- Organizational Motivation Concepts and Practices
- Application of Systems Concepts and Practices
- Strategic Directions and the Role of Government
- Policy Making
- Ethics
- Intergovernmental Relationships and Dependencies
- Role of Labor and Management
- Technology and e-Government
- Working with the Media

Each executive participating in the CLI will work on an interagency project in a cross agency/departmental team. These projects are a significant part of the learning experience during CLI. Each project will have a sponsor at the deputy secretary, director or deputy director level.

# How to Register

---

To register for CLI, complete and submit the Executive Nomination form and Training Request, provided on the following pages.

To be eligible, you must be a Staff Services Manager III equivalent or above and be nominated by your agency secretary or department director. The Executive Nomination form needs to be signed by your agency secretary or department director.

Submit the Executive Nomination form and Training Request to:

Department of Personnel Administration  
Training and Continuous Improvement Division  
1515 "S" Street, North Building, Suite 108  
Sacramento, CA 95814

**Tuition:** \$4,000.00

**Payment:** Make the check payable to "State Training Center" and send the check to the Department of Personnel Administration at the address above **prior to attending**

Executive Nomination forms, Registration Form, and payment must be submitted by **December 15, 2000**, for the CLI Session beginning January 17, 2001.

If you have any questions regarding the California Leadership Institute, please call:

**Vivian Sultan, CLI Coordinator**

Department of Personnel Administration,  
Training and Continuous Improvement Division  
Telephone: (916) 327-4795 or  
E-mail: [VivianSultan@dpa.ca.gov](mailto:VivianSultan@dpa.ca.gov)

## California Leadership Institute

**Orientation:**  
USC  
Sacramento Campus

January 17, 2001

**Academic  
Residential Week:**  
University of Cal Poly  
Pomona

February 4-9, 2001

**Two-Day Modules:**  
USC  
Sacramento Campus

March 19-20, 2001

May 7-8, 2001

August 6-7, 2001

September 24-25, 2001

# California Leadership Institute

## Executive Nomination Form

Name of Executive	
Title of Executive	Classification
Agency/Department	
General Organizational Role and Responsibilities:	
Name of Agency Secretary/Department Director nominating Executive	
<b>To the Agency Secretary/Department Director – Please explain why you think this Executive should participate in the CLI program:</b>	

The above named executive is an active leader and contributor in both strategic and operational areas of this organization. I am confident that this Executive, as well as our organization, will benefit from this education and training experience.

The Executive being nominated for CLI and the Agency/Secretary/Department Director understand that each CLI student will choose a project to conduct during CLI. An Agency Secretary/Department Director or the Governor's Office of Innovation in Government has selected these projects, which will have cabinet-level sanction. Participants should expect to spend additional time outside of the classroom to work on their selected projects.

\_\_\_\_\_  
**Nominated Executive**

\_\_\_\_\_  
**Agency Secretary/Department Director**

Please submit completed nomination form to Vivian Sultan  
via fax or e-mail by December 15, 2000. Phone: (916) 327-4795 Fax: (916) 322-4755  
E-mail address: VivianSultan@dpa.ca.gov



**TRAINING REGISTRATION**

CLI Reg. Form (Rev. 10/00)

**INSTRUCTIONS:** Select one of the training providers listed below. Complete all appropriate sections of the form and mail or fax it to the provider. If you are uncertain about any item, please contact the provider for assistance. This form may be downloaded at [www.dpa.ca.gov](http://www.dpa.ca.gov).

☐ State Training Center (STC) - IMS G-2  
DEPARTMENT OF PERSONNEL ADMINISTRATION  
1515 "S" Street, North Building, Suite 108  
Sacramento, CA 95814  
(916) 445-5121, CALNET 8-485-5121  
FAX (916) 324-4050

**PRIVACY STATEMENT:** Providing the Social Security Number is voluntary in accordance with the Information Practices Act of 1977 and the Privacy Act of 1974 (PL 93-579). If provided, the Social Security Number may be used by departments to maintain records on training requested and attended by employees.

SECTION I NOMINEE INFORMATION				IAA#:		
Nominee's Name, Dept, Division, Address, City/State/ZIP			IMS CODE	CBID	CUSTOMER CODE	BILLING CODE
NAME			CLASSIFICATION	SSN		
DEPARTMENT						
DIVISION						
ADDRESS						
CITY, STATE ZIP			E-MAIL ADDRESS (Internet, Office Vision, etc.)			
DISABILITY ACCOMMODATION REQUIRED (Auditory, Mobility, Visual, Other)			TELEPHONE NUMBER		FAX NUMBER	

  

SECTION II COURSE INFORMATION	
COURSE TITLE (Include number, if appropriate)	Tuition Amount
<b>California Leadership Institute (CLI)</b> Pre-payment is required. Attach check to this form.	<b>\$4,000.00</b>
<b>***Please complete Nomination form</b>	
<b>TRAINING CENTER USE ONLY</b>	
	<b>Program Dates</b>
Orientation	January 17, 2001
Academic Residential Week	February 4-9, 2001
Two - Day Modules	March 19-20, 2001; May 7-8, 2001; August 6-7, 2001; September 24-25, 2001
<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Did Not Show <input type="checkbox"/> Late Cancel	

**CONFIRMATION OF ENROLLMENT:** A confirmation letter will be mailed or faxed to the person named. If you have not received a notification letter within 5 working days prior to the scheduled first day of class, we encourage you to contact the appropriate training provider to see if you have been officially enrolled into the class.

**BILLING INFORMATION:** The State Training Center requires payment by the first day of the course. Checks should be made payable to the State Training Center

**CANCELLATIONS and SUBSTITUTIONS- California Leadership Institute (CLI):** Notification of cancellation must be received at least 14 days prior to the start of the program to avoid the \$200.00 late cancellation fee. Cancellations received on the 1<sup>st</sup> day of the class and after are not eligible for a refund, but a qualified and nominated substitute may attend.

SECTION III AUTHORIZATION INFORMATION			
AUTHORIZED SIGNATURE		DATE	TELEPHONE NUMBER
			FAX NUMBER
NAME		IMS CODE	E-MAIL ADDRESS (Internet, Office Vision, etc.)
DEPARTMENT			
DIVISION		<b>FOR ADDITIONAL INFORMATION, CONTACT</b> Training Coordinator Name & Phone (if different from person named at left):	
ADDRESS			
CITY, STATE ZIP			

# Invitation to Suggest a Project

---

## Purpose

The California Leadership Institute (CLI) will commence on January 17, 2001. The Department of Personnel Administration (DPA) is soliciting your input on projects participants can conduct as part of their learning experience.

## Projects

DPA is requesting projects that require interagency or interdepartmental collaboration. CLI executives will then select from several nominated projects. Additionally, we encourage you to nominate a “core” team of executives to work on the project, although nominating a team is not a prerequisite for suggesting a project. If you nominate a “core” team, other executives attending CLI may augment the team.

## Project Criteria

The suggested projects should meet the following criteria:

- Subject matter should be interagency and interdepartmental or affect statewide systems or processes
- Have identifiable milestones, deliverables or outcomes that can be completed during the eight-month duration of CLI
- Can be accomplished with a three- to six-member team

## Action Requested

To suggest a project for CLI, please complete the project nomination form on the reverse and submit to the CLI Coordinator.

## Questions?

If you have any questions, please contact:

Vivian Sultan, CLI Coordinator

Department of Personnel Administration at (916) 327-4795

or E-mail [VivianSultan@dpa.ca.gov](mailto:VivianSultan@dpa.ca.gov)

# California Leadership Institute

## Project Nomination Form

Agency Secretary/Department Director Name		Phone
Agency		
Name and Title of Agency/Department Sponsor (If different from above)		
Address and Mail Code		
Fax	E-mail	

1. **Project Statement:** Provide a brief description of the Interagency issue.

2. **Outcome:** What milestone or deliverable would you like the team to reach?

**Complete this section ONLY if you plan to nominate a "core" team with this project.**

**Project Participants:** (Optional - List the executives you plan to nominate to work on this project.)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone*

Please submit completed project form to Vivian Sultan  
via fax or e-mail by December 15, 2000. Phone: (916) 327-4795 Fax: (916) 322-4755  
E-mail address: VivianSultan@dpa.ca.gov



## Comments from Past Participants

---

“Very **valuable** information on California that can be used in making policy decisions.”

“*Effective* leadership can be learned and has characteristics *beyond* management.”

“**Great** deal of information about my leadership style. I can *use* this information to meet with my management team to **increase** our *effectiveness* as a team.”

“Gave me a *greater* **understanding** of the components that **effect** organization *change*.”

CLI provides . . . “**Motivation** to think more focused – thinking outside of the **box**.”

# Where Do I Go?

---

## Program Configuration

The program consists of a one-day orientation session in Sacramento, an Academic Residential Week on the campus of University of Cal Poly Pomona and four, two-day sessions in Sacramento.

The orientation will be held at:

University of Southern California (USC)  
School of Policy, Planning and Development  
Sacramento Campus  
1800 I Street  
Sacramento, California

The Academic Residential Week will be held at:

University of Cal Poly Pomona  
Kellogg West Conference Center  
3801 West Temple Avenue  
Pomona, California

The four, two-day sessions will be held at:

USC's Sacramento Campus at the address above

### California Leadership Institute

**Orientation:**  
USC  
Sacramento Campus  
  
January 17, 2001

**Academic  
Residential Week:**  
University of Cal Poly  
Pomona  
  
February 4-9, 2001

**Two-Day Modules:**  
USC  
Sacramento Campus  
March 19-20, 2001  
May 7-8, 2001  
August 6-7, 2001  
September 24-25, 2001

## Contact Information

---

Vivian Sultan, CLI Coordinator  
Department of Personnel Administration  
Training and Continuous Improvement Division  
1515 "S" Street, North Building, Suite 108  
Sacramento, CA 95814  
**Telephone:** (916) 327-4795  
**Fax:** (916) 322-4755  
**E-mail:** VivianSultan@dpa.ca.gov  
**Website:** [www.dpa.ca.gov](http://www.dpa.ca.gov)

